



The webinar will begin soon.
While you wait, please share in
the chat box: **What is one
helpful tip you would give to
a new VISTA supervisor?**

Ready, Set, OSOT!

Supervisor Q&A



VISTA
Volunteers In Service To America

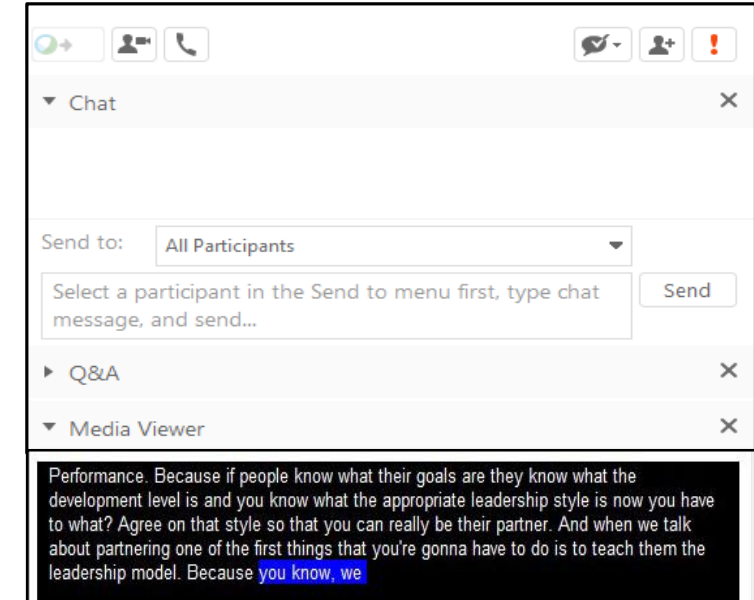
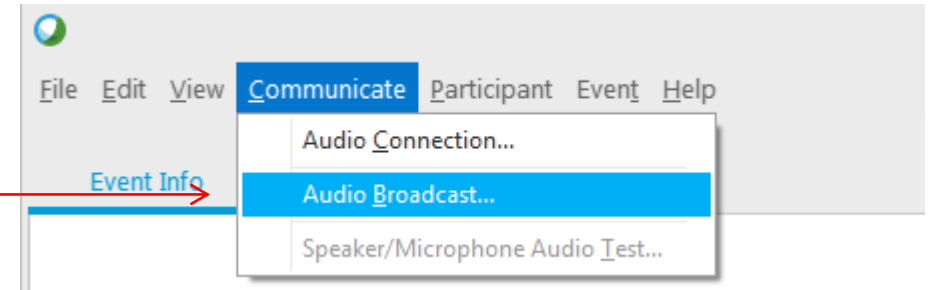
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Connecting to Audio

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- Audio broadcast
- Call in via phone (number and passcode listed on each slide)
- View Closed Captions in the Media Viewer panel

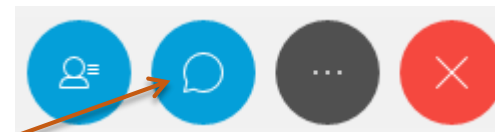
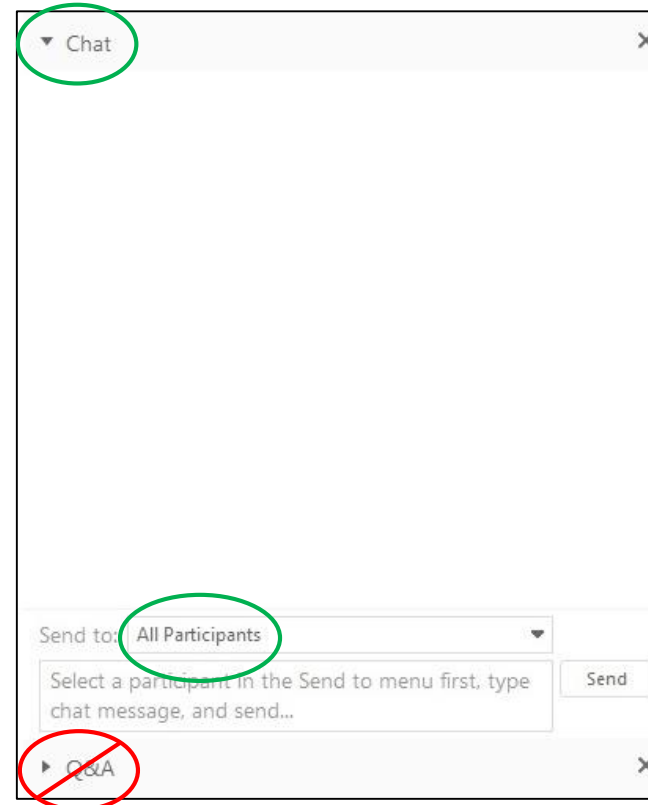


Tips for Participating

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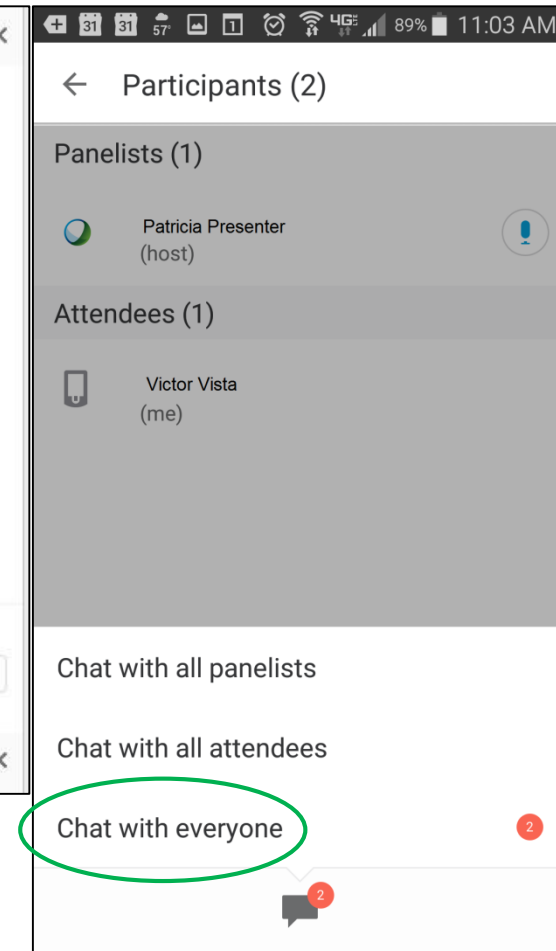
- Share comments and ideas in the Chat panel (send to "All Participants")
- Ask questions in the Q&A panel (send to "All Panelists")
- Some WebEx features are not available on mobile devices
- Links and recording will be available after the session

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Ready, Set, OSOT!

Supervisor Q&A



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Today's Speakers

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Ryan Fewins-Bliss
VISTA Trainer,
Education Northwest



Khadija Carr,
VISTA Suitability
and Screening
Specialist, CNCS

Where Are You Serving?

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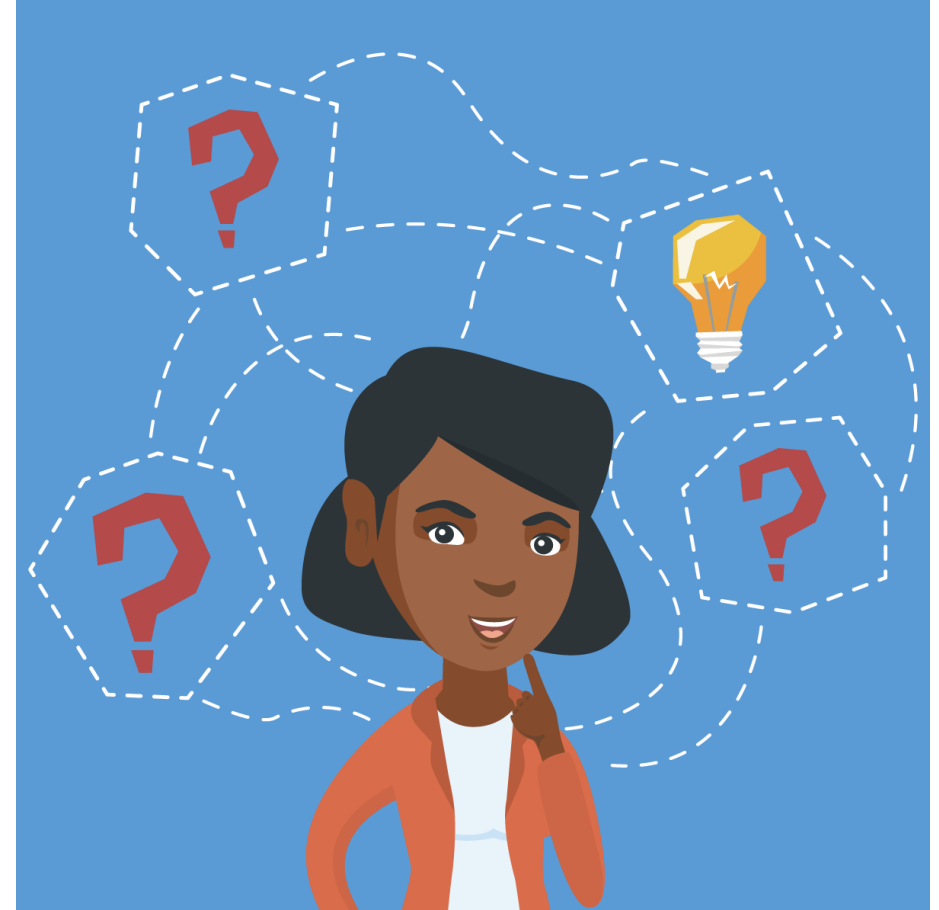


← Click here first.



Your Top OSOT Questions

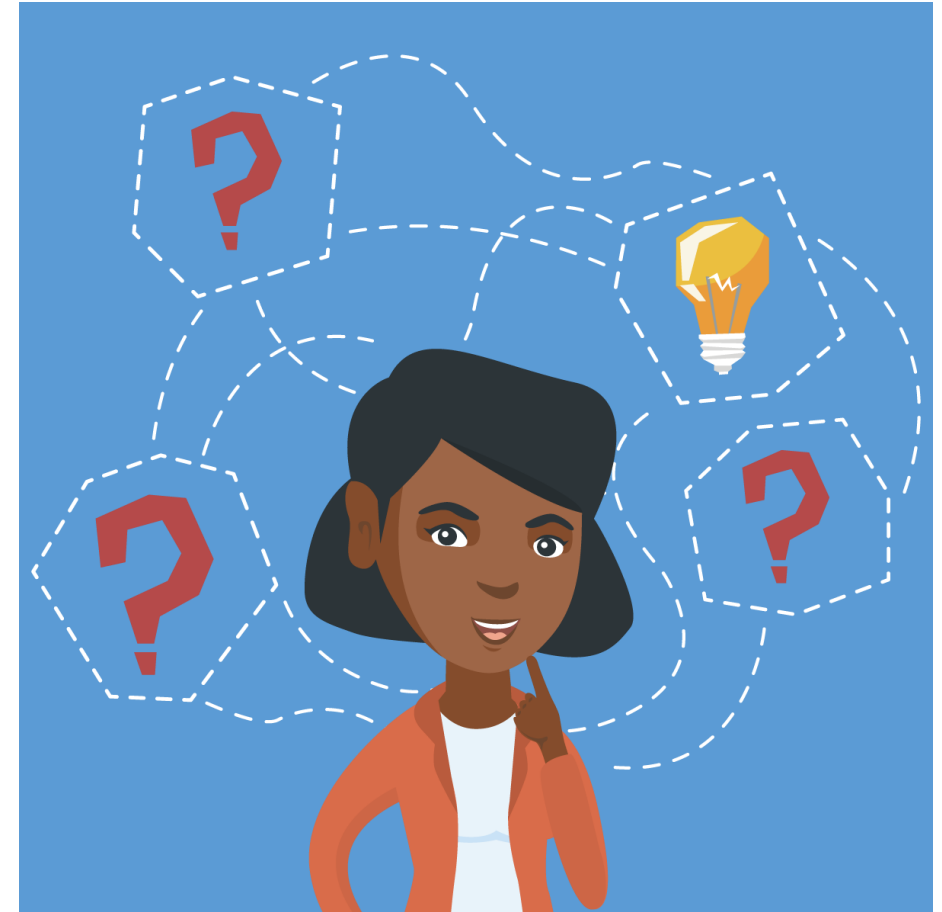
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Your Top OSOT Questions

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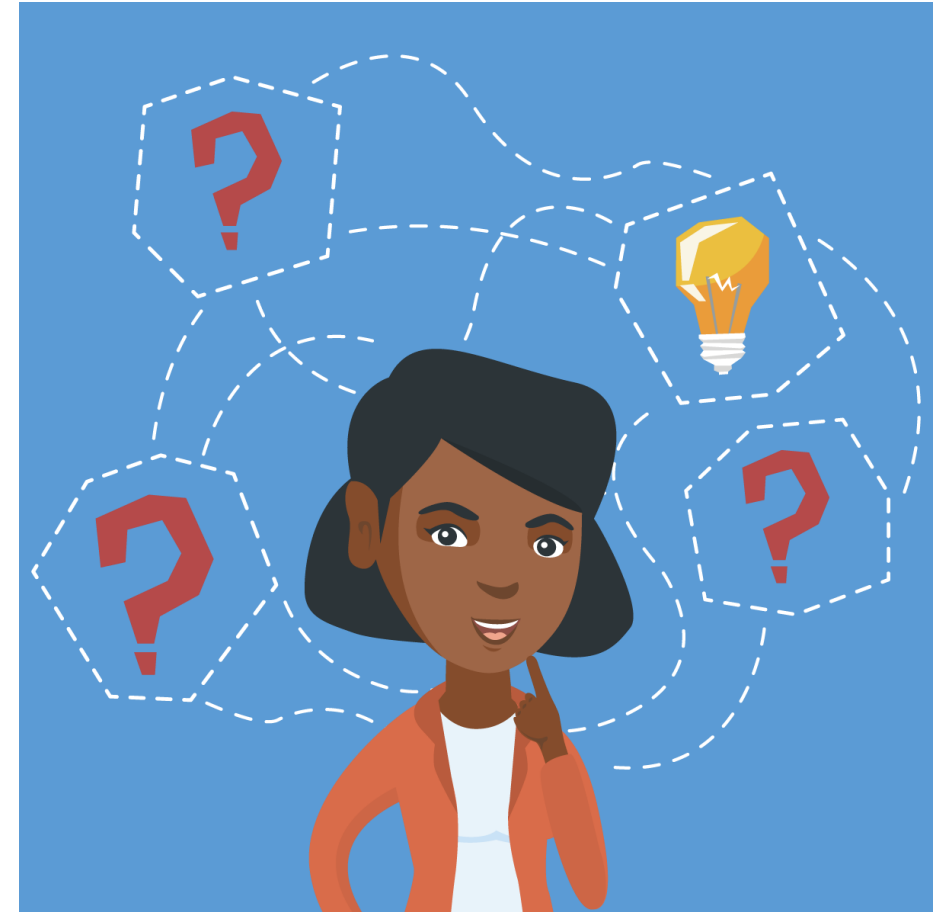
- What **MUST** our new VISTA know during the first weeks?



Your Top OSOT Questions

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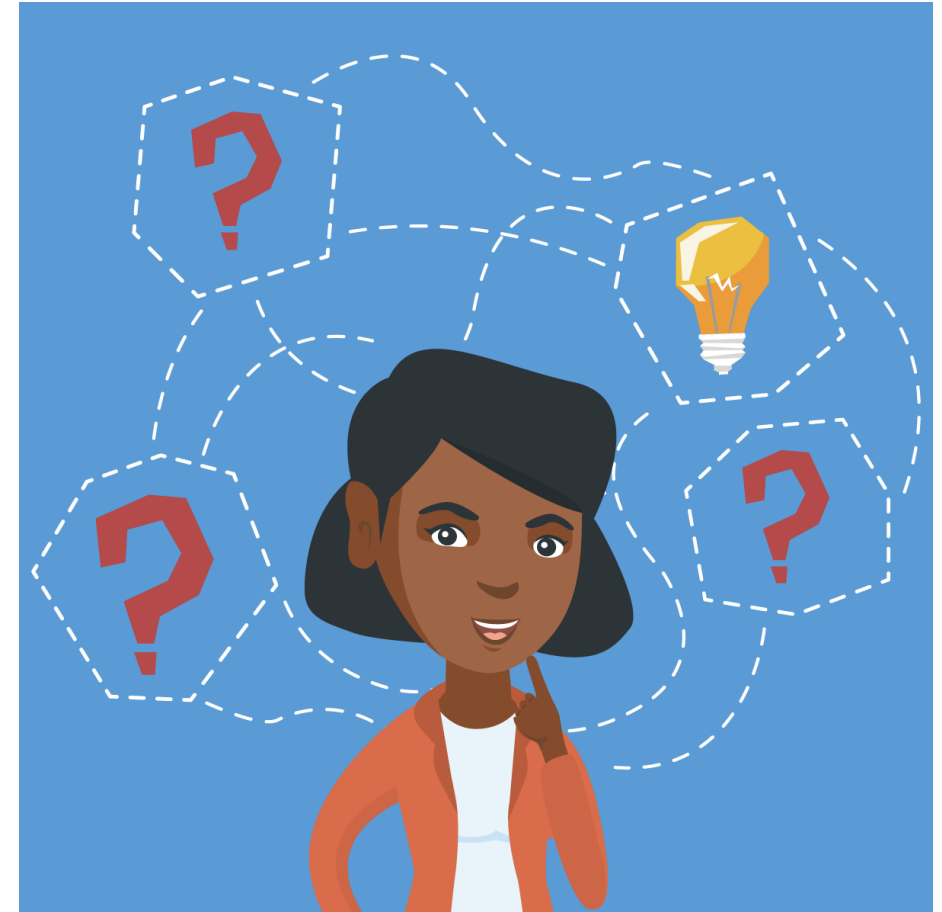
- What **MUST** our new VISTA know during the first weeks?
- How can the newly-launched VMO connect to OSOT?



Your Top OSOT Questions

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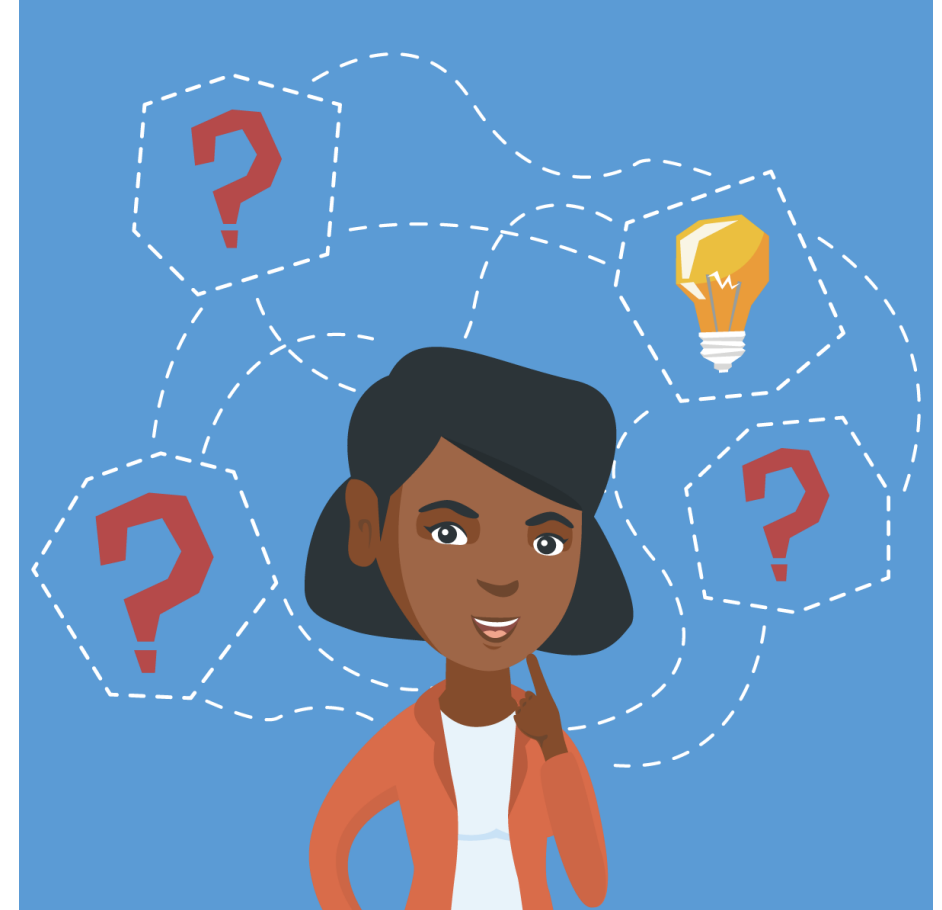
- What **MUST** our new VISTA know during the first weeks?
- How can the newly-launched VMO connect to OSOT?
- What are best practices for facilitating transition?



Your Top OSOT Questions

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- What **MUST** our new VISTA know during the first weeks?
- How can the newly-launched VMO connect to OSOT?
- What are best practices for facilitating transition?
- How do intermediaries ensure consistent OSOT?



Chat Question

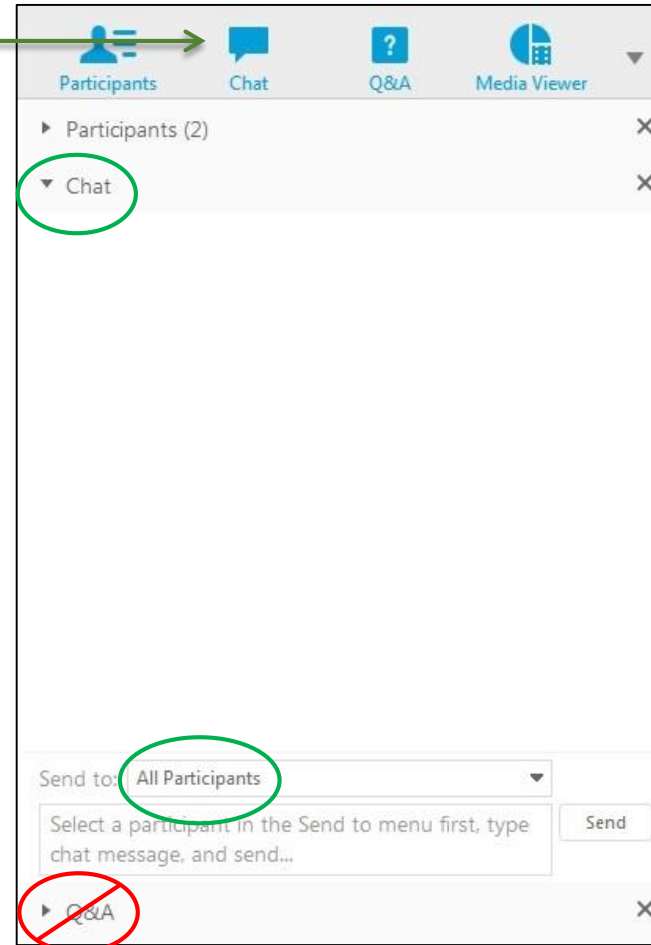
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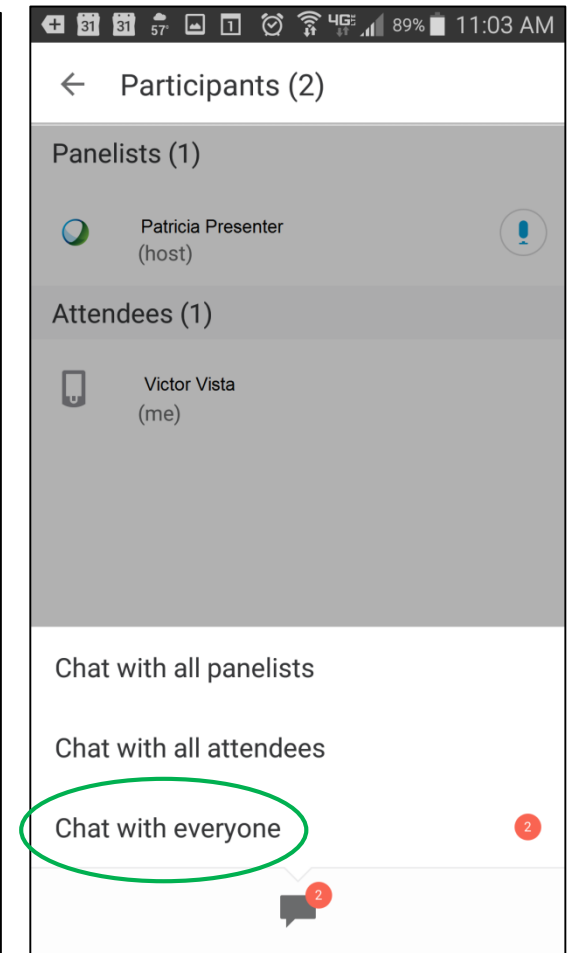
- What information do you share with your VISTA during their first weeks?
- What strategies do you use to help them get off to a great start?

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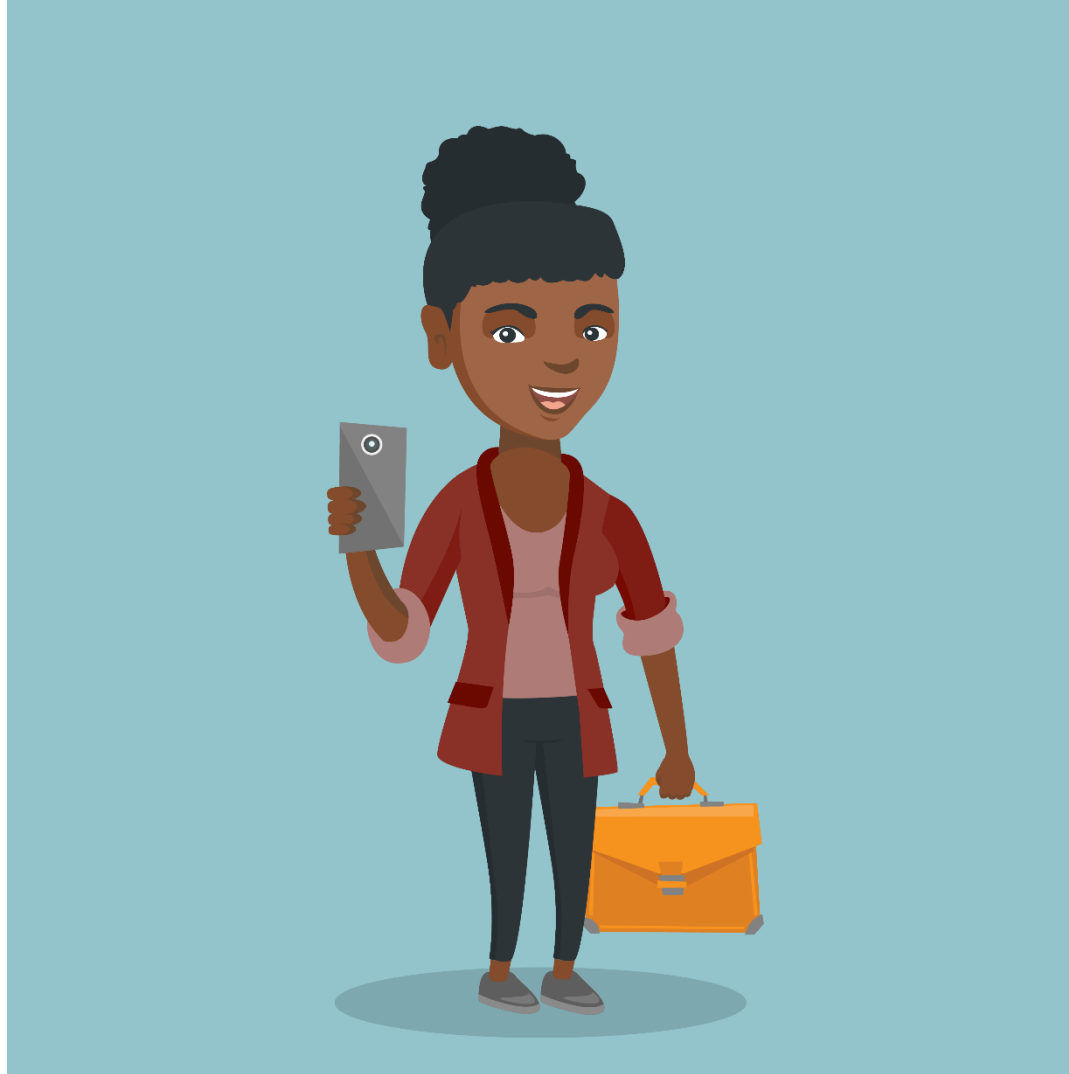


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What MUST our new VISTA know during the first weeks?

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What MUST our new VISTA know during the first weeks?

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- Focus on key topics:
- Workplace Logistics

2018 AmeriCorps VISTA Orientation Schedule

Week 1		
Time	Tasks	Staff Lead
8:30 AM – 10:30 AM	<ul style="list-style-type: none">• Welcome/Overview of Lines for Life (mission, values, organizational chart, strategic pillars, history, how the VISTA projects fit into the strategic plan)• Policies: Overview of key policies including work, rest and meal break, and overtime policies, holiday and leave days, rules about absenteeism, tardiness, process for reporting absences or illnesses, explain travel reimbursement and the• Personnel Forms: Timesheet, mileage & travel reimbursement, request for leave, policies & procedures acknowledgement, code of ethics, confidentiality agreement• Tour of Lines for Life: Include introductions to staff from each department, show VISTA members their workspace, copy room, breakroom, and restrooms. Go over safety procedures, back door and building access, breakroom etiquette, office supply requests procedure.	Marie
10:30 – 11:30 AM	<ul style="list-style-type: none">• Meet with Supervisor to discuss the VAD and expectations.<ul style="list-style-type: none">◦ Clarify individual member assignments, how goals will be achieved, and how the members progress in achieving the project will be assessed. Clarify the	Donna

What MUST our new VISTA know during the first weeks?

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Focus on key topics:

- Workplace Logistics
- Relationships



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Focus on key topics:

- Workplace Logistics
- Relationships

TITLE	Mentor Recruitment and Management Systems Designer
SPONSORING ORGANIZATION	Waketa Community Services (WCS)
PROJECT NAME	MentorCorps
PROJECT NUMBER	12ABCD345
PROJECT PERIOD	08/20/20XX - 08/19/20YY
SITE NAME	<i>if applicable</i>
FOCUS AREA(S)	Education (Primary)
NOTE	If your VAD is not accepted, the State Office will note the reason(s) why here.

VISTA Assignment Objectives & Member Activities

PROJECT GOAL *To help ensure that children of incarcerated parents receive the educational, social, and emotional support they need to break the cycle of poverty, the MentorCorps VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.*

What MUST our new VISTA know during the first weeks?

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Focus on key topics:

- Workplace Logistics
- Relationships
- The VAD

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Poll Question

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How would you rate your understanding of Virtual Member Orientation (VMO)?

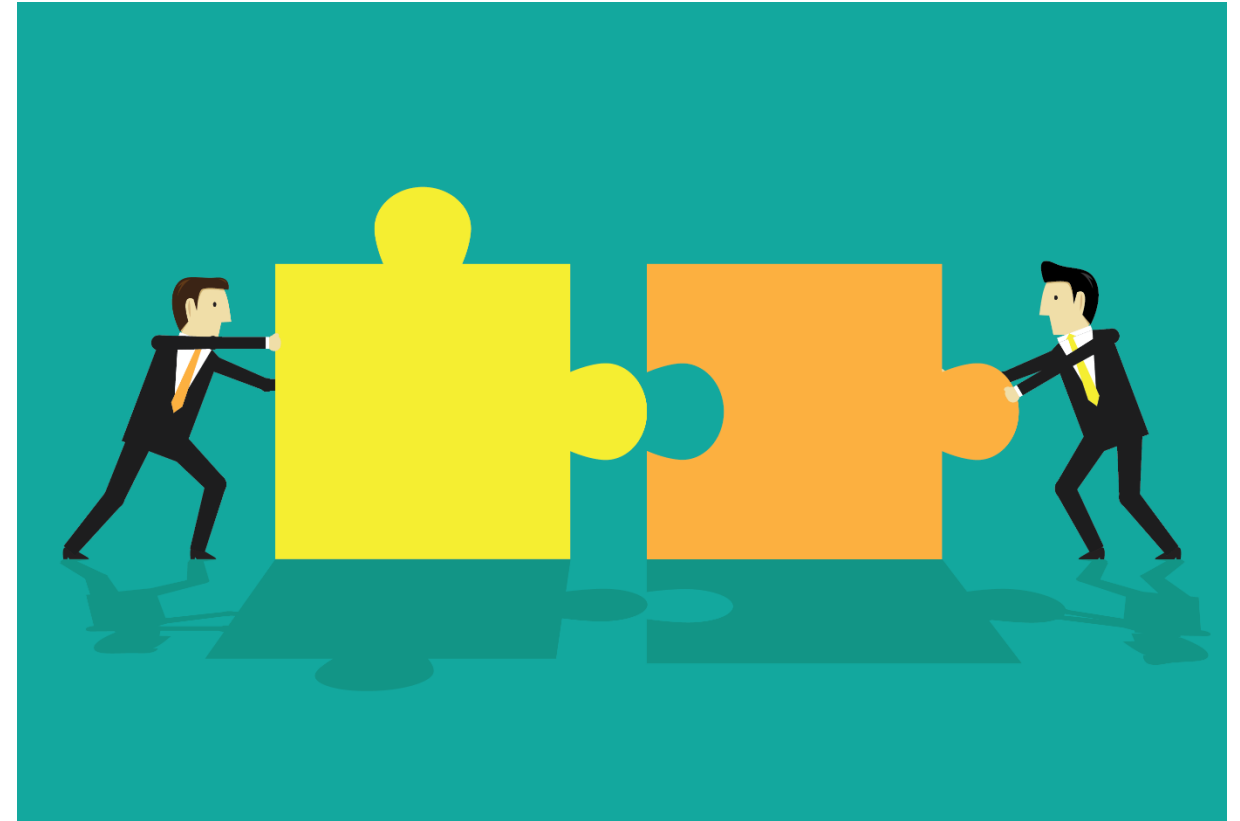
- a. VMO pro
- b. Pretty good
- c. Fair
- d. V. M....what?

How can the VMO connect to OSOT?

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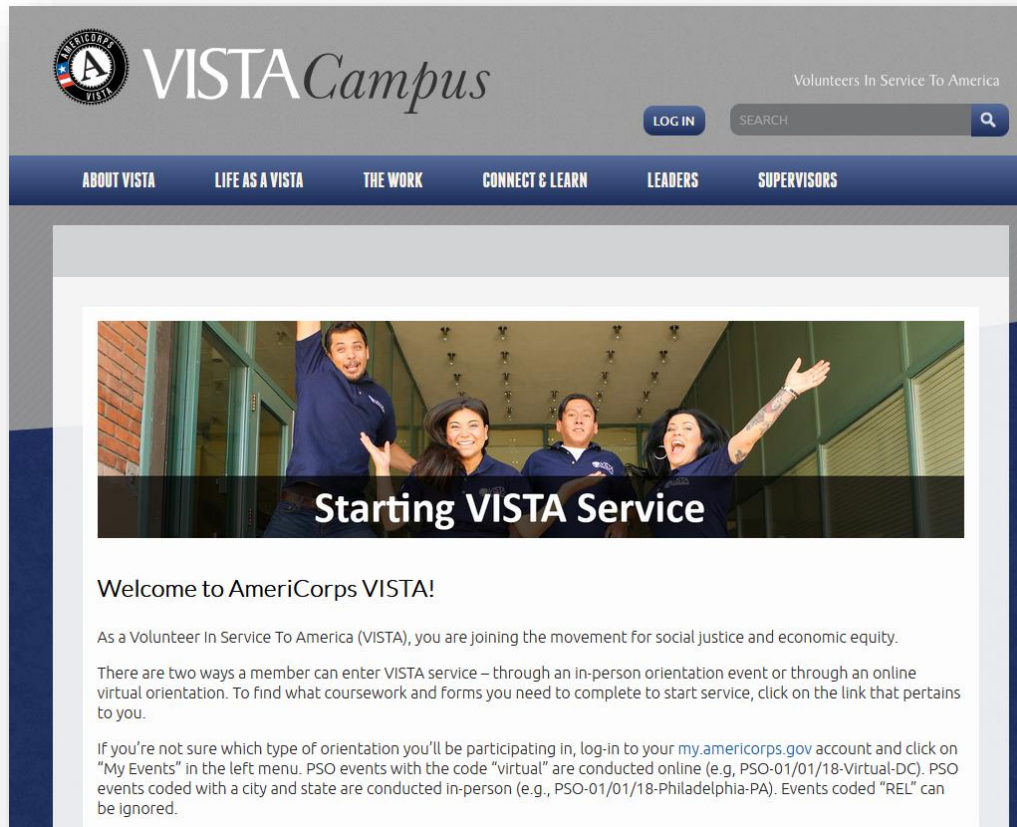


- VMO stands for Virtual Member Orientation
- Online
- Complete part of VMO prior to service and part while in service
- Takes place at site and in community

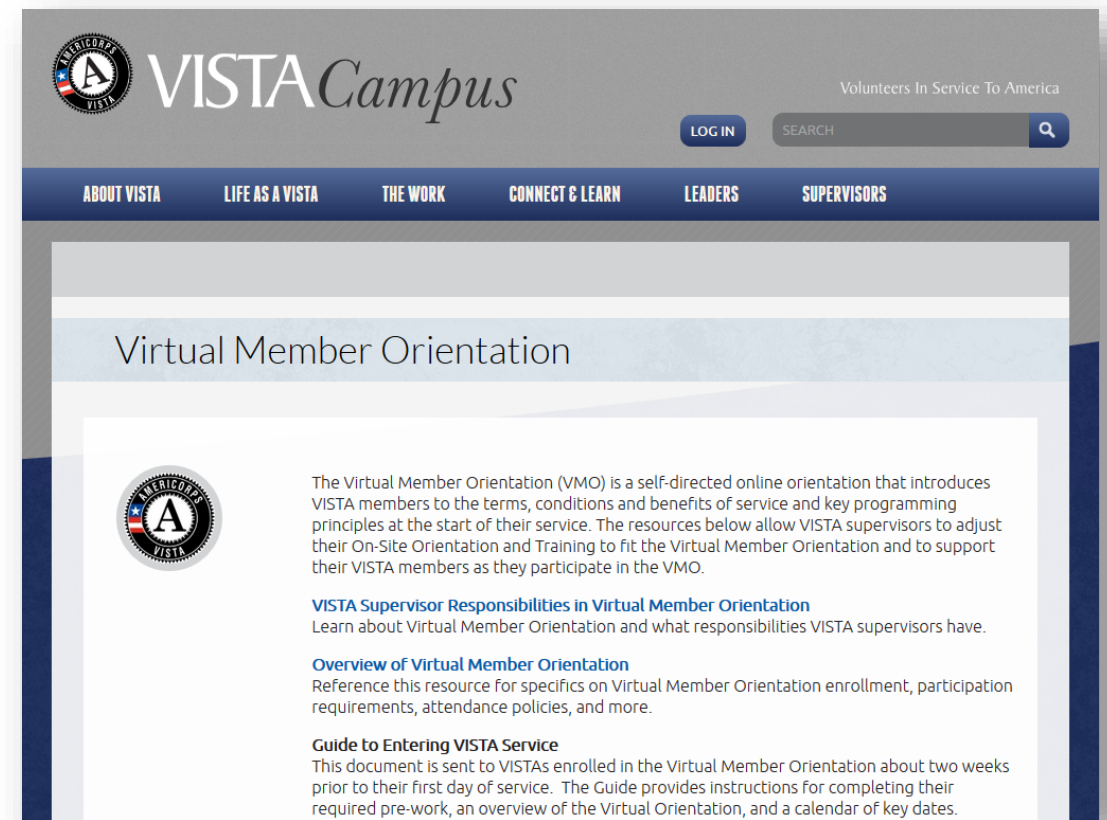


VMO Resources – VISTA Campus

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The screenshot shows the VISTA Campus homepage. At the top left is the AmeriCorps VISTA logo. To its right is the text "VISTA Campus" and "Volunteers In Service To America". Below this is a navigation bar with links: ABOUT VISTA, LIFE AS A VISTA, THE WORK, CONNECT & LEARN, LEADERS, and SUPERVISORS. A "LOG IN" button and a search bar are also present. The main content area features a large banner image of four diverse people in blue VISTA shirts, with the text "Starting VISTA Service" overlaid. Below the banner, the text reads: "Welcome to AmeriCorps VISTA! As a Volunteer In Service To America (VISTA), you are joining the movement for social justice and economic equity. There are two ways a member can enter VISTA service – through an in-person orientation event or through an online virtual orientation. To find what coursework and forms you need to complete to start service, click on the link that pertains to you. If you're not sure which type of orientation you'll be participating in, log-in to your my.americorps.gov account and click on "My Events" in the left menu. PSO events with the code "virtual" are conducted online (e.g., PSO-01/01/18-Virtual-DC). PSO events coded with a city and state are conducted in-person (e.g., PSO-01/01/18-Philadelphia-PA). Events coded "REL" can be ignored."

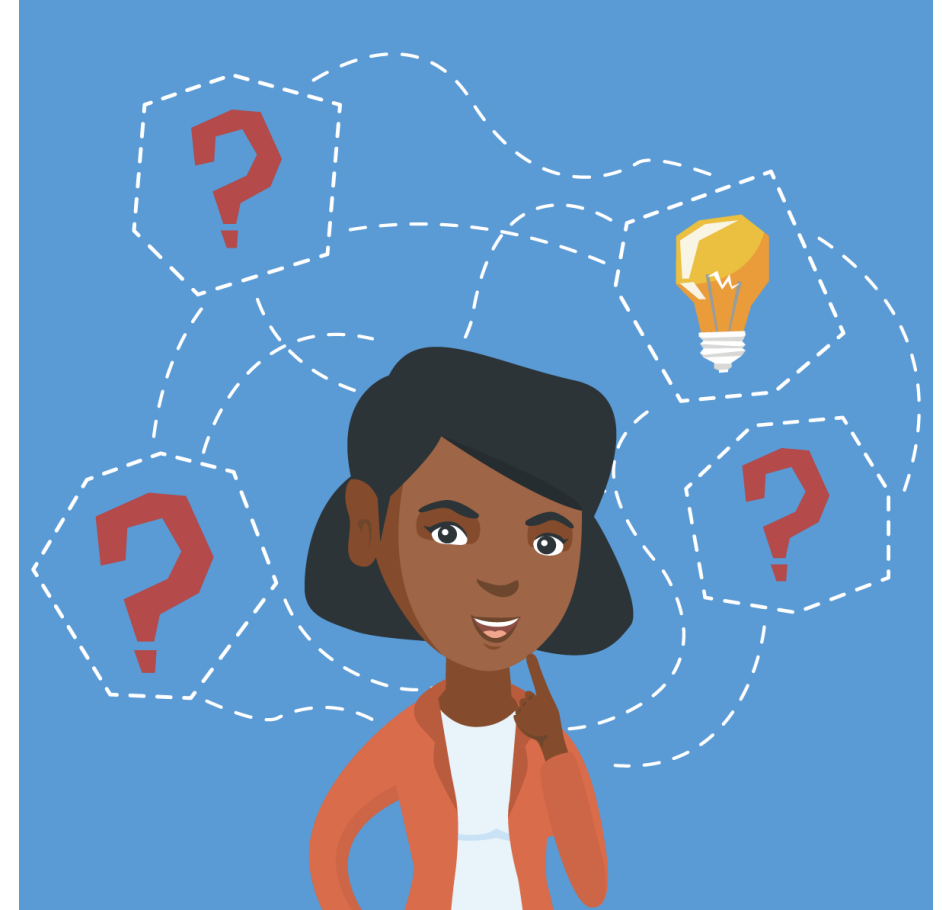


The screenshot shows the "Virtual Member Orientation" page. It features the same header and navigation bar as the homepage. The main content area has a light blue background with the title "Virtual Member Orientation". Below the title, there is a section with the AmeriCorps VISTA logo and the following text: "The Virtual Member Orientation (VMO) is a self-directed online orientation that introduces VISTA members to the terms, conditions and benefits of service and key programming principles at the start of their service. The resources below allow VISTA supervisors to adjust their On-Site Orientation and Training to fit the Virtual Member Orientation and to support their VISTA members as they participate in the VMO." This is followed by three links: "VISTA Supervisor Responsibilities in Virtual Member Orientation", "Overview of Virtual Member Orientation", and "Guide to Entering VISTA Service". Each link is accompanied by a brief description of its content.

Questions?

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- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask "All Panelists"



How would you describe your experience transitioning between VISTAs?

- A. Smooth, we have a clear process in place
- B. Bumpy, we have experienced some confusion
- C. Unclear, we have never had to transition between VISTAs

What are best practices for facilitating transition between VISTAs?

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What are best practices for facilitating transition between VISTAs?

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- Ensure you have a strong close-out to your VISTA's year of service.



What are best practices for facilitating transition between VISTAs?

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- Ensure you have a strong close-out to your VISTA's year of service.
 - Communicate internally and externally



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- Ensure you have a strong close-out to your VISTA's year of service.
 - Communicate internally and externally
 - Allow for time at the end of year to document important information



What are best practices for facilitating transition between VISTAs?

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- Ensure you have a strong close-out to your VISTA's year of service.
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 - Create a compendium in one easy-to-access place



What are best practices for facilitating transition between VISTAs?

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- Ensure you have a strong close-out to your VISTA's year of service.
 - Communicate internally and externally
 - Allow for time at the end of year to document important information
 - Create a compendium in one easy-to-access place
 - Use multimedia where appropriate



What are best practices for facilitating transition between VISTAs?

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- Ensure you have a strong close-out to your VISTA's year of service.
- Be as familiar as possible with where your VISTA left off.



What are best practices for facilitating transition between VISTAs?

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- Ensure you have a strong close-out to your VISTA's year of service.
- Be as familiar as possible with where your VISTA left off.
- Utilize materials created as part of the formal OSOT.



Chat Question

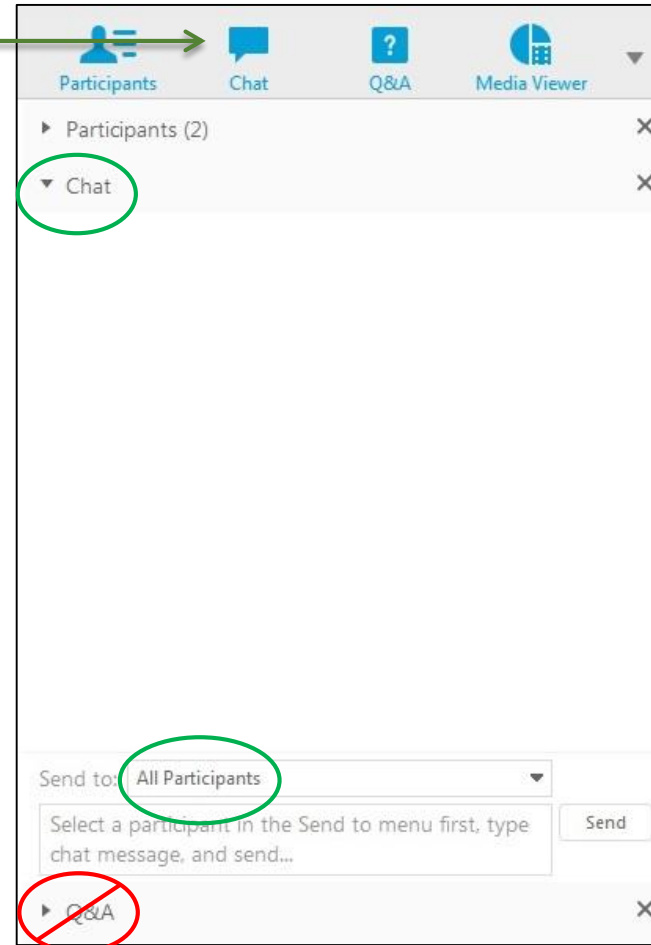
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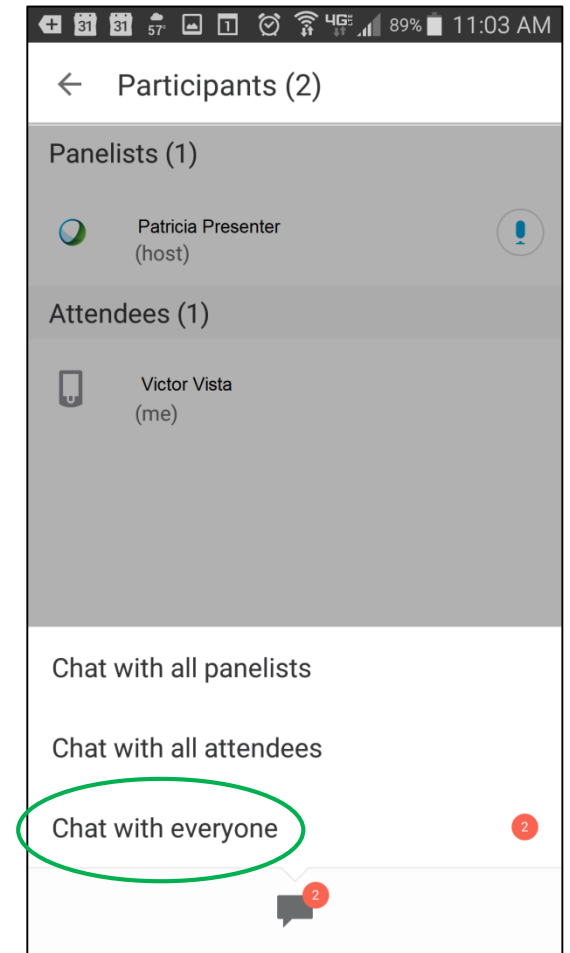
As an intermediary, do you have any tips to ensure a consistent OSOT across sub-sites?

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How do intermediaries ensure consistent OSOT?

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How do intermediaries ensure consistent OSOT?

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- Create an agreement on an OSOT plan.



How do intermediaries ensure consistent OSOT?

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- Create an agreement on an OSOT plan.
- Intermediaries provide project-wide OSOT.



How do intermediaries ensure consistent OSOT?

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- Create an agreement on an OSOT plan.
- Intermediaries provide project-wide OSOT.
- Subsites deliver site-specific OSOT.



How do intermediaries ensure consistent OSOT?

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- Create an agreement on an OSOT plan.
- Intermediaries provide project-wide OSOT.
- Subsites deliver site-specific OSOT.
- Use site visits and check-in calls to check for understanding.



How do intermediaries ensure consistent OSOT?

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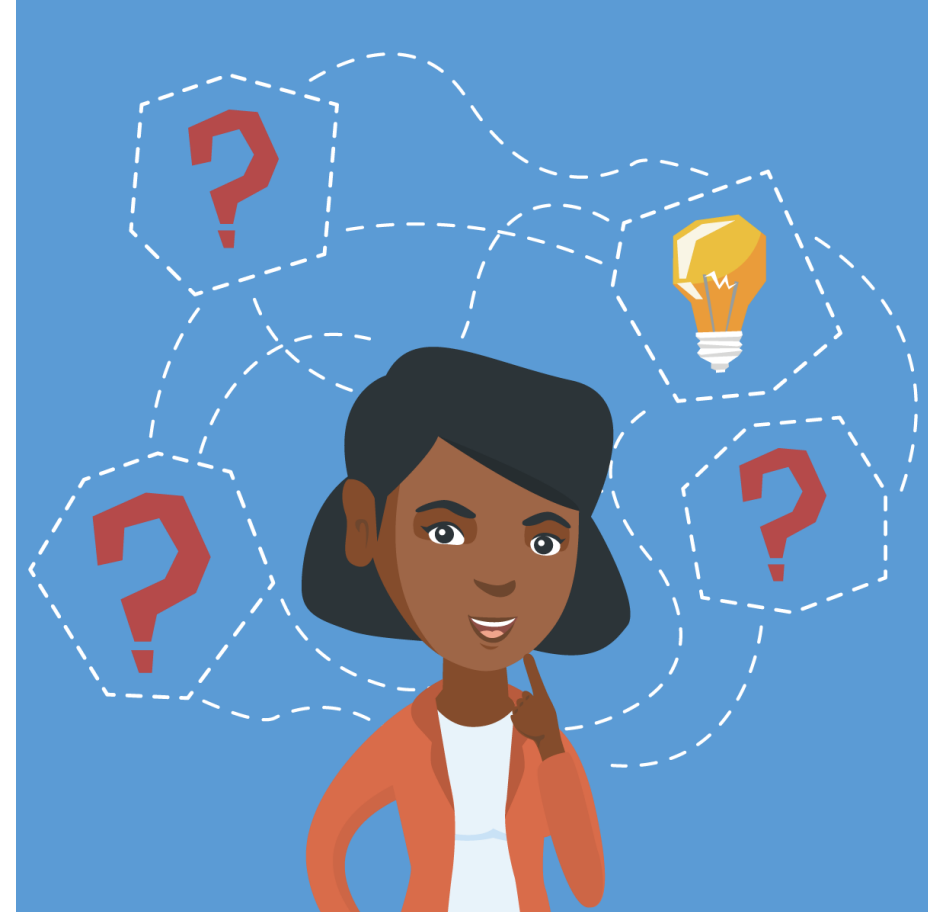
- Create an agreement on an OSOT plan.
- Intermediaries provide project-wide OSOT.
- Subsites deliver site-specific OSOT.
- Use site visits and check-in calls to check for understanding.
- **Bonus Tip: Talk to your intermediary!**



Questions?

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Next Steps

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- Watch our on-demand webinars
- Contact your State Office with any additional questions
- Continue sharing your best practices with other supervisors
- Use the VISTA Supervisor Forum

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

Thank You for Your Participation!

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Further questions? Contact us:
VISTATrainingSupport@cns.gov





Thank you for your service.



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